

U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY GAITHERSBURG – BOULDER ADMINISTRATIVE BULLETIN	03-06 Finance	
	May 15, 2003	
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Authorization of Projects for Fiscal Year 2004		

General Information

The FY 2004 start-of-year process will be completely different because of the conversion from the NIST Cost Accounting System to the Commerce Administrative Management System (CAMS), effective October 1, 2003. There are three separate processes involved this year: (1) project set-up, (2) budgetary set-up and establishment of budget operating plans, and (3) reimbursable agreement data set-up. An FY 2004 process calendar is provided in Attachment A.

Project Set-up

Initial CAMS project set-up will be accomplished through conversion of data elements in the FY 2003 pay period 08 cost center title file. In mid-May, Operating Units (OUs) will be provided detailed instructions and an Excel file containing all OU cost centers (both current year and prior year, if there are undelivered orders) for review and editing. After OUs return the edited files, the data will be uploaded into CAMS and made available in July for review and approval. An additional upload for FY 2003 cost centers established after pay period 08 is being planned. Subsequent changes or project additions will be made online via the CAMS CMN004 Project Code Maintenance screen. This Administrative Bulletin provides guidance related to project data elements required on the CMN004 screen. A crosswalk of NIST-630 information fields to CMN004 data elements and Excel file columns is provided in Attachment B.

Budgetary Set-up and Budget Operating Plans

The Budget Division will establish NIST resource availability in CAMS (via the FM060-FM063 screens) in early July. Funds will be allotted by program code and time period, according to how they are expected to be apportioned (for appropriations) and budgetary estimates (for the Working Capital Fund). Adjustments to actual apportionments will be made following enactment of appropriations.

Project authorizations will be established in CAMS by Senior Management Advisors (SMAs) and Administrative Officers (AOs) through Budgetary Operating Plans (via the FM066 screen), according to the allocations issued or approved by the Budget Division or the Financial Policy Division. All projects receiving charges must have an approved Budget Operating Plan (BOP) in place. Training will be conducted for SMAs, AOs, Budget, and Finance personnel in July 2003, and more specific guidance will be available at that time.

Reimbursable Agreement Data

Certain reimbursable agreement data will be established as a part of the start-of-year process; those data elements to be captured via the CMN004 Project Code Maintenance Screen are noted in this Bulletin. Separately, the CAMS Reimbursable Agreements (RA) module will capture other information, including customer identification and anticipated commitment and valid commitment amounts. The RA module information will be based on the agreements and other supporting materials submitted by Operating Units; input to the module is a Financial Policy Division responsibility. The Budget Operating Plans established for Advances and Reimbursements projects will provide additional information, such as OA reserve amounts, if appropriate. Summary guidance about reimbursable agreement processing is included in this Bulletin. More details will be forthcoming.

The table on page 2 of this Administrative Bulletin summarizes the due dates and requirements for supporting documentation that in previous years had been supplied at the same time as the cost center title file mark-up.

Questions may be directed to:

CAMS aspects of the start-of-year process – Scott Montgomery (x8659) or Mike Kidwell (x8657).

Resource allocations – Janet Miller (x2124) or Diane Trammell (x2682)

Reimbursable agreements – Paula Copeland (x8521) or Julie Weiblinger (x2173)

Supporting Documentation Required for Specific Project Types

<u>Action</u>	<u>Supporting Documentation</u>
Advances and Reimbursements	
<u>All Project Types</u>	
To establish or change a federal, non-federal, or CRADA project due to the receipt of a new or amended contract or order	Contract or order
<u>Federal Government Only</u>	
To establish a federal sponsor project on the basis of a valid commitment	Form NIST-608, Valid Commitment Listing, or memorandum containing the same information
To establish a federal sponsor project on the basis of an anticipated commitment (first quarter of the fiscal year only)	Form NIST-608, Valid Commitment Listing, and a memorandum from the division chief to the Chief of the Financial Policy Division stating the amount and justification for the Anticipated Commitment and including the following: "If the Anticipated Commitment does not result in a funded agreement, I agree to fund all costs from STRS funds."
Expense and Income	
To establish an expense and income or interdivision services project	Form NIST-607, Request for Authorization of an Expense and Income Project. (Due to the Budget Division on August 8, 2003, or whenever a new project is set up.) See Administrative Manual Subchapter 8.06. Specific data requirements: <u>Calibrations</u> - SP-250 items must be listed <u>Interdivision Services</u> – income or cost transfer object classes must be listed <u>Proprietary Measurements</u> – copies of approval for facility use and fee determination must accompany NIST-607 (see Administrative Manual Subchapter 5.01) <u>Surcharge-Supported Activities</u> – in the blank "By income collected via ad valorem surcharge in the ___ projects in the Measurement Services Division" - put "SRM Sales" (for SRM SDS), "Calibration Operations", or "Calibration SDS Income", as appropriate. <u>Seminars and Fee-Supported Conferences</u> – attach conference budget.
Invested Equipment	
To establish or change the authorization of a manufacture of WCF invested equipment project	Form NIST-635, Request for Authorization of Manufacture of Invested Equipment Project or Change. (Due to the Budget Division on August 8, 2003, or whenever a new project or change is required.)
Local Overhead	
To establish or change the authorization of a laboratory or division equipment amortization overhead project	Form NIST-627, Notification of Predetermined Laboratory Overhead or Amortization Expense Rate. (Due to the Budget Division on September 5, 2003, and whenever a change is required.) Laboratory Overhead staffing plan. (Due to the Budget Division on September 5, 2003, per memo instructions.)

Project Code Maintenance Screen (CMN004) Data Elements

Each data element on the Project Code Maintenance Screen (CMN004) is defined below. An asterisk by the data element name indicates that there is a drop down menu (List of Values, or LOV) with approved values for that particular field. The LOV is accessed by double-clicking in the field. Information may be selected from the LOV or entered manually, however, only those values that have been set up in the LOV maintenance tables by the System Administrator are permitted. Only the white fields are available for user input.

- The formatting guideline for date fields is DD-MMM-YYYY (01-OCT-2003). The system automatically inserts dashes.
- The formatting guideline for name fields is Last Name, First Name (DOE, JOHN).

Working in the CMN004 screen, you may change the following data elements at any time until your task code has been created. This means if you enter the fields in the order in which they appear on the screen, and you have not yet tabbed or moved the mouse to the task code field, you can change the following data elements by merely moving back to that field and either re-entering a value or selecting it from the list of values:

Bureau code	D/R flag	NSF	Budget Init Code
Project code	WIP/Fixed flags	Production	
Project title	Effective dates	Goal code	
Project type	Project leader	Created by org	
Fund code	Points of Contact (4)	Work Site	
Program code	Field of Science	Prior Code	

Or you may choose to exit the screen and re-start. The system will not save what you have entered so far.

HOWEVER, once you have tabbed into the task code field, the system will automatically save whatever you HAVE entered so far. Once this save takes place (or if you use the save button on the task bar) you may NOT change the following elements:

Bureau code
Project code

You may however, change any of the other data elements.

Once the record as been APPROVED (with or without activation), the following data elements may NOT be changed:

Bureau code
Project code
Fund code
Program code
D/R flag
Effective begin date
Approved By and Date

If you have created a record and approved it and the record is not intended to be used (because of errors), make sure the project is deactivated and change the title of the project to 'INVALID PROJECT – DO NOT USE'

Interface: **Project Code Maintenance Screen** **CMN004**

*Bureau Code: Name: Notes:

Project Code: Title:

*Type: Descr:

*Fund Code: Title:

*Program: Name:

*D/R Flag: Effective Dates: to:

WIP: Fixed: Fixed WIP WIP Alloc

Project Leader:

*Manager: *Techrep:

*Admin: *CO/POC:

*Codes Fields of Science: *NSF: *Production: *Goal:

*Project Created by Org: *Work Site:

*Base/Non-Base: *Funding Source Organization:

Prior Code: Budget Initiative No: *Tasks: Other:

Approval: By: Date:

Active Status: Date:

Record: 1/1 List of Values <OSC> <DBG>

Interface – Protected field. Do not use.

*Bureau Code – Two-digit numeric field that uniquely identifies a bureau within the Department of Commerce. NIST’s Bureau Code is 57.

Name – Bureau name. The system populates this field based on the Bureau Code input.

Notes – Comment field, 240 character limitation. Double click to enter the text editor. No requirements for use have been established, and the Notes do not print on any currently available reports.

Project Code – Seven-digit identifier for the project; corresponds to the cost center number in the NIST former cost accounting system. No alpha characters should be used in FY 2004.

Title – Descriptive title of the project. Field is limited to 40 characters. For a CCG project, please specify the Military Interdepartmental Purchase Request (MIPR) task order number in the beginning of the Project Title.

*Type – Six-digit field that further defines, categorizes, or groups projects. A crosswalk from cost center numbering series to project types is provided in Attachment C. Note that base and nonbase designations for appropriated funds are no longer tracked through this mechanism. The definitions and guidelines pertaining to cost center funding structure found in Administrative Manual Subchapter 8.02 Appendix B are also applicable to the comparable CAMS fund types.

Descr – Description of the Project Type. The system populates this field based on the Project Type input.

***Fund Code** – Two-digit numeric field that identifies the kind of funding to be used:

- 01 Scientific and Technical Research and Services (STRS) appropriation
- 02 Industrial Technology Services (ITS) appropriation
- 03 Construction of Research Facilities (CRF) appropriation
- 08 Advances and Reimbursements - Federal Government, Non-Federal Government, and CRADA funding
- 85 Gifts and Bequests – Expenditures
- 86 Gifts and Bequests - Receipts
- 98 NIST Working Capital Fund (WCF) - including Expense and Income, SRM Production, WCF Invested Equipment, Laboratory and Division Overheads, Institute Overhead, Storeroom, and Comptroller Use projects

Title – Descriptive title of the Fund Code. The system populates this field based on the Fund Code input.

***Program** – Four fields totaling nine-digits that categorize the Project by budget activity (the first two digits), budget subactivity (the second two digits), budget line item (the third two digits), and bureau unique code (the last three digits). A crosswalk of program codes to the new CAMS format is provided in Attachment D.

Name – Program Code name. The system populates this field based on the Program Code input.

***D/R Flag** – “D” indicates that it is an appropriated (Direct) funding project; “R” indicates that it is either a Working Capital Fund (Fund Code 98) or Advances and Reimbursables (Fund Code 08) project.

Effective Dates – For new projects, enter the appropriate start date. For continuing projects at the conversion, the beginning date will represent the oldest fiscal year with outstanding accounting information and should not be adjusted. For Advances and Reimbursements (Fund Code 08) projects, the beginning date will be the start date of the agreement. The end date should be left blank for all projects. Do not use the end date to terminate a project – instead use the Active Status field.

WIP Flag – The Work in Process (WIP) Flag indicates whether an Advances and Reimbursements (Fund Code 08) project will be included in the monthly WIP allocation of project costs to specific agreements/orders (in the Reimbursable Agreements module). All fund code 08 projects must have a WIP flag equal to “Y”. The default is “N”.

Fixed Flag – The default is “N”. (For Office of the Secretary/WCF use only.)

Fixed WIP Button – For Office of the Secretary use only.

WIP Alloc Button – For future use.

***Project Leader** – The principal technical leader of the project who is responsible for the project. This field will allow for queries for reporting purposes. User may enter a name directly or use the LOV to make name selections.

***Manager** – Optional fields for employee number and name of the Group/Program Manager/Leader. Once an employee number is selected from the LOV, the employee name will be displayed by the system. Enter an employee number of 999999 if no individual is to be specified.

***Techrep** – Optional fields for the employee number and name of a secondary or backup Project Leader who has an interest in the project. Once an employee number is selected from the LOV, the employee name will be displayed by the system. Enter an employee number of 999999 if no individual is to be specified.

***Admin** – Optional fields for the employee number and name of the Administrative Officer (if applicable). Once an employee number is selected from the LOV, the employee name will be displayed by the system. Enter an employee number of 999999 if no individual is to be specified.

***CO/POC** – Optional fields for the employee number and name of a project point-of-contact when the project includes substantial external contracts (such as DCFO or OA contact person). Once an employee number is selected from the LOV, the employee name will be displayed by the system. Enter an employee number of 999999 if no individual is to be specified.

***Fields of Science** – Two-digit code required for all STRS, ITS, CRF, Advances and Reimbursements, Expense and Income, and SRM Production projects to identify the appropriate Field of Science of the work. See NIST Administrative Manual 8.02 Appendix F, dated June 8, 2000, for definitions of the fields included in the LOV.

***NSF** – Single digit code required for all STRS, ITS, CRF, Advances and Reimbursements, Expense and Income, SRM Production projects to identify whether the work is basic research (NSF code 1), applied research (NSF code 2), development (NSF code 3), or non-R&D activities (NSF code 4). These codes are used extensively in the preparation of various reports to meet DoC, OMB, Congressional, and other external reporting requirements and to provide the basis for determining SBIR assessments.

Research is defined as systematic, intensive study directed toward fuller scientific knowledge of the subject studied.

Basic research is concerned primarily with gaining a fuller knowledge or understanding of the subject under study without specific applications toward processes or products in mind.

Applied research is primarily interested in a practical use of knowledge or understanding for the purpose of meeting a recognized need.

Development is systematic use of the knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. It excludes quality control, routine product testing, and production.

Non-R&D would be all other activities, including technical services that are not covered by the definitions for research or development.

Research facility operation, such as reactor operation, is considered to be indirect R&D cost, and NSF coding should agree with the primary R&D work the facility supports.

***Production** –Use “Y”. All NIST costs are classified as “production”.

***Goal** – For Government Performance and Results Act (GPRA) reporting requirements, NIST has identified four major programmatic areas (also known as Responsibility Segments in the Financial Statements) around which its performance goals are based. The associated two-digit codes for use in CAMS are:

13 NIST Laboratories – Measurement and Standards Infrastructure (anything other than ATP, MEP, BNQP or G&B)

14 Advanced Technology Program – Accelerate Technological Innovation

15 Manufacturing Extension Partnership – Assist Small Businesses

37 Baldrige National Quality Program – Quality and Performance Improvement

Gifts and Bequests projects should specify DoC Goal Code 44.

***Project Created by Organization** – Coding (in the format utilized by the National Finance Center) to identify the organization that created (or “owns”) the project. The first two digits are 01 (signifying that all organizations report to the Director), the second two digits designate the OU (01, 02, 03, 47, 48, 81, 82, 83, 84, 85, 86, 89), the next four digits are the division number preceded by 0, the fourth two digits are the group number. The remaining three sets of two digits should be zeroes.

***Work Site** – This field is required for all projects to indicate the location where charges accumulate. Use “B” for Boulder, “F” for Fort Collins, “G” for Gaithersburg, “H” Hawaii, “S” for South Carolina, “W” for Washington DC, and “O” for other sites.

***Base/Non-base** – No requirements for use have been established. Do not populate this field.

***Funding Source Organization** –No requirements for use have been established. Do not populate this field.

Prior Code – If there has been a change in the Project Code, this field is used to record the previous project code. This field is generally used only if the change has occurred during the current or previous year.

Budget Initiative No. – This budgetary code is used to track STRS, ITS, CRF, and WCF (IE and SRM Production) initiative projects, as assigned by the Budget Division. The code consists of five alphanumeric characters. The first three (alpha) characters are an abbreviation of the initiative title and the last two (numeric) characters designate the level at which the initiative is being tracked. For IE or SRM Production, the code should be used only if the project is funded by a transfer to the WCF from a budget initiative. A listing of currently tracked Initiative Codes is provided in Attachment E.

***Tasks** – Toggles to the Project Tasks Screen. Information fields on that screen are described below.

Other – No requirements for use have been established.

Approval – “Y” or “N” indicates whether the project information has been approved. For Advances and Reimbursement projects (Fund Code 08), approval will be by the Financial Policy Division. For other sources, and depending on OU procedures, SMAs or AOs may approve the project. (There is no automatic notification that a project is awaiting approval.) Approval saves the record in the permanent CAMS tables. **Note that once a project is approved, several data elements may not be changed: Bureau code, Project code, Fund code, D/R flag, Program code, Beginning date, and the Approved By and Date fields.**

By – Individual who gave the initial approval for the project information. No input is required; information is derived from the user ID in the Employee Table and displayed by the system

Date – The initial approval date for the project information. No input is required; the system date will be displayed once the project is approved.

Active Status – “Y” or “N” indicates whether the project has been activated. “Y” turns on the project and allows transactions to be recorded against the project. All Advances and Reimbursements projects (Fund Code 08) will be activated/deactivated by the Financial Policy Division. For other sources, and depending on OU procedures, activation/deactivation may be done by the SMA or the AO. Note that to make any changes to Project data elements on the CMN004 screen, the project must first be deactivated.

Date – The date the project was activated. No input is required; the system date will be displayed each time the project is activated.

An additional flag is under production that will designate whether the project is for funding apportioned as Category A or Category B.

Task	Title	Begin	End	Notes
000	NO TASK	01-OCT-2001		THI

Flags: BE: ☒ PR: ☒ PO: ☒ AP: ☒ AR: ☒ GJ: ☒ LB: ☒
 Active Status: ☒ Date: 01-AUG-2002

Project Tasks Screen:

Task – Three-digit alpha/numeric field that represents an activity related to a Project Code and allows information to be broken down to a finer level of detail. All projects must have at least one task, defaulted to 000.

Title – Descriptive title of the task. Field is limited to 40 characters.

Begin – The starting date for the task.

End – End date should be left blank for all tasks.

Notes – Comment field. No requirements for use have been established, and the Notes do not print on any currently available report.

Flags – The various flags establish whether or not a project/task can be used to record specific transactions. The default is all flags set to “Y”. To accomplish the same limitations that the old Labor Code was used for, use the following settings:

<u>Module</u>		<u>Other Objects Only</u>	<u>Labor Only</u>	<u>Both Labor and Other Objects</u>
BE	Budget Execution	Y	Y	Y
PR	Purchase Requisition	Y	N	Y
PO	Purchase Order	Y	N	Y
AP	Accounts Payable	Y	N	Y
AR	Accounts Receivable	Y	N	Y
GJ	General Journal	Y	Y	Y
LB	Labor	N	Y	Y

Active Status – “Y” or “N” indicates whether the task is active. All Advances and Reimbursement projects (Fund Code 08) will be activated/deactivated by the Financial Policy Division. For other sources, and depending on OU procedures, the activation/deactivation may be done by the SMA or the AO. Note that to make any changes to Task data elements, the Task must first be deactivated.

Date – The date the task was activated. No input is required; information is displayed by the system.

Reimbursable Procedures Summary

The following is a high level summary of the processing steps for Advances and Reimbursements within CAMS.

1. The AO uses the Customer Web Lookup with CFS to verify that a customer record exists for a new agreement. If the record does not exist, then the AO submits a Customer Maintenance form (web-based) to the Financial Policy Division.
2. The AO establishes and saves (but does not approve or activate) the project in the Project Code Maintenance screen (CMN004) and forwards the agreement to the SMA.
3. The SMA reviews both the agreement and the CMN004 project information and advises the AO if the material is acceptable.
4. After approval by the SMA, the AO sends the complete agreement package to the Financial Policy Division (Other Agency and Capital Investments group).
5. Upon receipt, the Reimbursables Accountant reviews the agreement package and establishes the agreement within the Reimbursable Agreements (RA) module, saving the record on the Reimbursable Agreement Screen (RADG002).
6. The Accountant verifies the data in CMN004 screen and generates an acceptance notification to be signed by the Other Agency and Capital Investments group supervisor.
7. The Other Agency and Capital Investments group supervisor reviews the agreement package and signs the acceptance notification.
8. Upon approval of the agreement, the Accountant approves and activates the project in the CMN004 screen and sends a signed copy of the agreement to the OU.
9. Upon receipt of the signed acceptance notification, the AO establishes the Budget Operating Plan (BOP) on the FM066 screen, and the SMA approves the BOP.
10. The reimbursable accountant reviews and approves the BOP. The accountant mails a copy of the Acceptance Notification to the customer, creates an Unfilled Customer Order record using the RADG003 screen in the RA module, and prepares the bill for the advance (if the advance is required).

Valid commitment, anticipated commitment, sponsor code, and other agency reserve are not part of the CMN004 project set-up. In CAMS, valid commitments and anticipated commitments are known as Temporary Work Authority and will be established using a NIST Form-608 and input into the Reimbursable Module by the Financial Policy Division. Sponsor code equates to customer number in the Reimbursable module. Other Agency Reserve will be required as a separate line item (using object class) within the Budget Operating Plan on the FM066 screen.

OUs must ensure that other agency agreements comply with the NIST Criteria for Acceptance and include all required data (see Administrative Manual Subchapter 8.05.07 and 8.05 Appendix E).

ATTACHMENT A

FY 2004 Start of Year Project and BOP Set-up Calendar

May 5 – 15	Training by CAMS Team on CMN004 Project Set-up
May 16 – June 5	OU's complete project code set-up via upload Excel spreadsheets
June 5	Excel spreadsheets due from OU's to CAMS Team
June 9 – 27	Excel spreadsheets reviewed by CAMS Team and Budget Division
June 30 – July 7	CAMS Team uploads Excel spreadsheet project data into CAMS
July 8 – 14	OU's review, approve, and activate project codes in CMN004 screen From this point, OU's may enter and change project data online
July 7 – 18	Training by CAMS Team on FM066 Budget Operating Plans (BOPs)
By July 11	Budget Division enters budgetary resources in FM060-FM063 screens
July 14 – August 8	OU's enter BOPs in FM066 screen for each project-task-organization combination
August 11- September 12	Budget and Finance Divisions review and approve BOPs
October 1	FY 2004 begins

ATTACHMENT B

NIST-630 Crosswalk

NIST-630 Field Name	CMN004 Field Name	CFS Table Column Name	Other
T/C			Not Applicable
	Active Status	Active_Status	
	Active Date	Active_Date	
FY			BOP
	Bureau Code	Bureau_Code	
Cost Center	Project Code	Project_Code	
	Fund Code	Fund_Code	
	Project Type	Project_Type	
	D/R Flag	Direct_Flag	
	Task	Task_Code	
Org.	Created by Organization	P_Org1_Code	
		P_Org2_Code	
		P_Org3_Code	
		P_Org4_Code	
		P_Org5_Code	
		P_Org6_Code	
		P_Org7_Code	
Source Div.			Not Applicable
B/N	Base/Non-base	Base_Flag	
Prior No.	Prior Code	Prior_Project_Code	
Cost Center Leader	Project Leader	Project_Leader	
	Manager	Manager_Emp_No	
	Admin	Admin_Emp_No	
	Techrep	Techrep_Emp_no	
	CO/POC	POC_Emp_No	
Cost Center Title	Project Title	Project_Descr	
	Task Title	Task_Descr	
WY's			Not Applicable
Labor	BE Flag	BE_Status	
	PR Flag	PR_Status	
	PO Flag	PO_Status	
	AP Flag	AP_Status	
	AR Flag	AR_Status	
	GL Flag	GL_Status	
	LB Flag	LB_Status	
Site	Work Site	Work_Site	
Initiative	Budget Initiative No	Budget_Initiative	
Prog./Ext.	Program	Program1_Code	
		Program2_Code	
		Program3_Code	
		Program4_Code	
	Goal	Goal_Code	
Narrative Number			Not Applicable
NSF	NSF	NSF_Code	

NIST-630 Field Name	CMN004 Field Name	CFS Table Column Name	Other
Field of Sci.	Fields of Science	Science_Code	
Anticipated Commitment			RA module
Start	Effective Dates	Begin_Date	
End		End_Date	
Sponsor			RA module
OA Extramural Research			Not Applicable
Labor, Ben, OH			BOP
Other Objects			BOP
Total Authorization			BOP
Valid Commitment			RA module
OA Reserve			BOP
Description of Transaction	Notes	Notes	
Division Approval			Not Applicable
Date			Not Applicable
OU Approval	Approval By	Approved_By	
Date	Approval Date	Approved_Date	
	Approval	Approved_Flag	
Budget/Comptroller Approval			BOP
Date			BOP
	Production	Production_Flag	

ATTACHMENT C

Project Type Crosswalk

CAMS/CFS Fund Code and Name	Former Cost Center Funding Structure	CAMS/CFS Project Type
57 01 Scientific & Technical Research & Services	001-299 All-Cost Centers	STRS
57 02 Industrial Technology Services	300-349 All Cost Centers 875-889 All Cost Centers	ITS
57 03 Construction of Research Facilities	850-874 All Cost Centers	CRF
57 08 Advances and Reimbursements	<u>Cooperative Research and Development Agreements (CRADA)</u>	
	365-369 Without Advance (<i>New differentiation</i>) With Advance (<i>New differentiation</i>)	CRADA CRDADV
	<u>Federal Government Sponsors (other than E&I Cost Centers)</u>	
	370-569 Without Advance (<i>New differentiation</i>) With Advance (<i>New differentiation</i>)	FEDGOV FEDADV
	<u>Non-Federal Government Sponsors (other than E&I Cost Centers)</u>	
	<u>State and Local Government and Nonprofit Organizations</u>	
	570-574 Without Advance (<i>New differentiation</i>) With Advance (<i>New differentiation</i>)	STLOC STADV
	<u>Foreign Government and Public</u>	
	575-579 Without Advance (<i>New differentiation</i>) With Advance (<i>New differentiation</i>)	FORPUB FORADV
57 98 Working Capital Fund	<u>Expense and Income and Interdivision Services</u>	
	580-584 Seminars and Fee-Supported Conferences	SEMCON
	685-699 Seminars and Fee-Supported Conferences	
	<u>Miscellaneous Services</u>	
	585-590 Federal Government	MSCFED
	591-594 State, Local, and Foreign Government and Public	MSCSTL
	591-594 NVLAP Operations (<i>New</i>)	NVLOPR
	591-594 NVLAP Development (<i>New</i>)	NVLDEV
	591-594 NVLAP LAPs (<i>New</i>)	NVLAPS
	591-594 Federal Laboratory Consortium (<i>New</i>)	FDLBCN
	595-599 Interdivision Services	INTDIV
	<u>Calibration and Testing</u>	
	600-629 Calibration - Public and Government	CALPGV
	630-644 Testing - State, Local, and Foreign Government & Public	TSTSTL
	645-654 Testing - Federal Government	TSTFED
	<u>SRM Program Surcharge-Supported Activities & Sales</u>	
	655-660 SRM Program Operations	SRMOPR
	661-665 SRM Sales	SRMSAL
	666-674 SRM Service Development Support	SRMSDS
	<u>Proprietary Measurements</u>	
	675-679 Proprietary Measurements	PROPME
	<u>Calibration Program Surcharge-Supported Activities</u>	
	680 Calibration Program Operations	CALOPR
	681-684 Calibration Service Development Support	CALSDS

CAMS/CFS Fund Code and Name	Former Cost Center Funding Structure	CAMS/CFS Project Type
57 98 Working Capital Fund (Continued)	<u>Standard Reference Materials - Production</u>	
	700-799 Standard Reference Materials - Production	SRMPRD
	<u>Working Capital Fund Invested Equipment (IE)</u>	
	<u>Direct Purchase of IE</u>	
	800-805 Discretionary IE Allocation	IEDISC
	806-809 Initiative Related/Special IE Allocation	IESPC
	<u>Manufacture of IE</u>	
	810-844 Discretionary IE Allocation	MANDIS
	845-849 Initiative Related/Special IE Allocation	MANSPC
	<u>Laboratory and Division Equipment Amortization Overhead</u>	
	900-909 Division Overhead - Equipment Amortization	OHDIVE
	910-919 Laboratory Overhead	OHLAB
	<u>Budget Division Use</u>	
	920-939 Storeroom Inventories / SRM Inventories	BUDSTR
	940-949 Miscellaneous	BUDMSC
	<u>Institute Overhead</u>	
	<u>Institute Overhead Operating Cost Centers</u>	
	950-974 Controllable Base	IOHBAS
	975-978 Controllable Nonbase, Source: OU Reserve	IOHOUR
	979 Controllable Nonbase, Source: NIST Director's Reserve	IOHDIR
	980-989 Uncontrollable	IOHUNC
	990 Special Agency-wide Institute Overhead Activities	IOHSPC
	<u>Deputy Chief Financial Officer Use</u>	
	991-999 Deputy Chief Financial Officer Use	CFOUSE

ATTACHMENT D

Budget Program Code Crosswalk

Current Program Code/ Extension	Name	CAMS Format				Applicable to CAMS Fund Code					
		Activ	Subactiv	Line Item	Bureau Unique	01	02	03	08	8X	98
	Gifts and Bequests – Expenditures	01								X	
	G&B – Expenditures	01	00	00	000					X	
	Gifts and Bequests – Receipts	01								X	
	G&B – Receipts	01	00	00	000					X	
	Measurement & Engineering Research & Standards	03				X			X		X
310 00	Electronics and Electrical Engineering	03	01	00	000	X			X		X
320 00	Manufacturing Engineering	03	02	00	000	X			X		X
330 XX	Chemical Science & Technology	03	03	00	000	X			X		X
340 00	Physics	03	04	00	000	X			X		X
350 XX	Materials Science & Engineering	03	05	00	000	X			X		X
351 00	Reactor Operations	03	05	01	000	X			X		X
352 00	Reactor Research	03	05	02	000	X			X		X
353 00	Research Facility Operations	03	05	03	000	X			X		X
36X XX	Building & Fire Research	03	06	00	000	X			X		X
370 00	Computer Science & Applied Mathematics	03	07	00	000	X			X		X
	Technology Support	03	09			X			X		X
391 00	Technology Support	03	09	01	000	X			X		X
392 XX	Standard Reference Data	03	09	02	000	X			X		X
393 00	Standard Reference Materials	03	09	03	000	X			X		X
394 00	Natl Vol Lab Accred Prog (NVLAP)	03	09	04	000	X			X		X
395 00	Calibrations	03	09	05	000	X			X		X
	Measurement & Engineering Research & Standards	04				X			X		X
	Research Support Activities	04	00			X			X		X
401 XX	Technical Competence Program	04	00	01	000	X			X		X
402 XX	Postdoctoral Fellowship Program	04	00	02	000	X			X		X
403 XX	Computer Support	04	00	03	000	X			X		X
406 00	Advanced Measurement Laboratory	04	00	06	000	X			X		X
407 00	Technical Reimbursable Services	04	00	07	000	X			X		X
408 00	Business Systems Development	04	00	08	000	X			X		X
409 00	STRS External Projects	04	00	09	000	X					
410 00	National Quality Program	04	01	00	000	X			X		X
420 00	Infrastructure Protection Grants	04	02	00	000	X					
	Extramural Programs	05					X		X		X
	Advanced Technology Program	05	01				X		X		X
510 00	ATP Intramural	05	01	00	000	X			X		X
	ATP Extramural	05	01	01		X			X		X
511 00,09	Administration	05	01	01	000	X			X		X
511 01	SBIR Awards	05	01	01	001	X					
511 02	New Awards	05	01	01	002	X			X		X
511 03	Continuations	05	01	01	003	X			X		X
511 04	Reserve	05	01	01	004	X					

Current Program Code/ Extension	Name	CAMS Format				Applicable to CAMS Fund Code					
		Activ	Subactiv	Line Item	Bureau Unique	01	02	03	08	8X	98
	Manufacturing Extension Partnership	05	02				X		X		X
512 00	Manufacturing Extension Partnership	05	02	00	000		X		X		X
512 01	Administration	05	02	00	001		X		X		X
512 11	Center Renewals	05	02	00	011		X		X		X
512 15,55	Center Support	05	02	00	015		X		X		X
	Overhead Supported Activities	06							X		X
	IOH Income	06	00	00	000						X
610 XX	NIST Management Activities	06	01	00	000				X		X
614 01	Boulder Management Activities	06	01	04	000				X		X
616 01	Program Activities	06	01	06	000				X		X
619 01	International & Academic Affairs	06	01	09	000				X		X
630 XX	Research & Technology Applications	06	03	00	000				X		X
631 61	Information Resources & Srv Activities	06	03	01	000				X		X
613 01	Civil Rights & Diversity Activities	06	03	05	000				X		X
640 00	DA/CFO Management Activities	06	04	00	000				X		X
641 06	Management & Organization Activities	06	04	01	000				X		X
642 XX	Human Resources Management Activities	06	04	02	000				X		X
643 00	Public and Business Affairs Activities	06	04	03	000				X		X
644 XX	Gaithersburg Plant Activities	06	04	04	000				X		X
645 XX	Facilities Services Activities	06	04	05	000				X		X
(All but 645.02 and 645.08)											
646 XX	Occupational Health & Safety Activities	06	04	06	000				X		X
647 XX	Acquisition & Logistics Activities	06	04	07	000				X		X
645 02,08	Emergency Services Activities	06	04	08	000				X		X
649 XX	Eng, Maint, Safety & Support Activities	06	04	09	000				X		X
651 01	Budget Activities	06	05	01	000				X		X
652 01	Finance Activities	06	05	02	000				X		X
653 01	Business Systems Activities	06	05	03	000				X		X
654 00	DoC Assessments	06	05	04	000				X		X
655 00	Grants and Agreements Management	06	05	05	000				X		X
660 XX	Computer Planning & Management	06	06	00	000				X		X
661 XX	Information Systems Activities	06	06	01	000				X		X
662 XX	Telecommunications Activities	06	06	02	000				X		X
670 00	Fabrication Technology Activities	06	07	00	000				X		X
699 00	Unallocated	06	09	00	000						X
	Construction and Major Renovations	07							X		
	Construction and Major Renovations	07	01						X		
711 XX	Construction and Major Renovations	07	01	01	000				X		
712 XX	Modifications and Improvements (SCMMR)	07	01	02	000				X		
713 00	CRF External Projects	07	01	03	000				X		
714 00	Site Security	07	01	04	000				X		
	DCFO Use	09					X	X	X	X	X
	NIST-Wide Collections & Misc Cost Adjustments	09	00	00	000		X	X	X	X	X
99X 00	Unallocated	09	09	00	000		X	X	X	X	X

ATTACHMENT E

Initiative Tracking CodesSTRS Initiative Tracking

The following STRS initiatives will continue to be coded and tracked in CAMS in FY 2004:

AML03	Advanced Measurement Laboratory (FY 2003)
ANS00	Export Promotion (FY 2000)
BFR01	Building and Fire Research (FY 2001)
CIP00	Critical Infrastructure Protection (FY 2000)
CIP01	CIP Research & Development (FY 2001)
CSE03	Computer Security Expert Assist Team (FY 2003)
CYB02	Cyber Security (FY 2002 Supplemental)
GMU03	Critical Infrastructure Program (FY 2003)
HML03	Hollings Marine Laboratory (FY 2003)
HLT03	Health Care (FY 2003)
LES03	Office of Law Enforcement Standards (FY 2003)
NAN01	Nanotechnology Research (FY 2001)
NAN03	Nanotechnology (FY 2003)
VOT03	Voting Machine Standards (FY 2003)
WIR03	Wireless Technologies, Computer Checklists, and Guidelines (FY 2003)
WRK02	Telework Consortium (FY 2002)
WRP02	Wind Research Program (FY 2002)

Coding is optional for STRS initiatives from fiscal years prior to FY 2000.

Allocations of funds in matrix-managed initiatives, including those that are no longer tracked (specifically, Advanced Manufacturing, Biotechnology, Environmental Technologies, HPCC/Information Infrastructure, and Semiconductor Metrology 00-09), are expected to continue unless changes are agreed to by affected OU participants.

ITS Initiative Tracking

The following ITS initiative tracking codes will be valid in FY 2004:

ATP03	FY 2003 ATP Budgetary Resources
ATP04	FY 2004 ATP Budgetary Resources
ATPXX	ATP Refunds
MEP00	Manufacturing Extension Partnership Program
MEPXX	MEP Refunds
Y2KXX	MEP Y2K Refunds

CRF Initiative Tracking

The following CRF initiative tracking codes will be valid in FY 2004:

ACS01	Advanced Chemical Sciences Laboratory
AML00	Advanced Measurement Laboratory – Category B
BED02	Boulder Primary Electric – Category A
CUP03	Boulder Central Service Utilities Plant
FPM03	Franklin Pierce Manse – Category B
ISA00	Institute for Politics – Category B
MUS00	Medical University of SC – Category B
SCM00	Safety, Capacity, Maintenance, and Major Repair Projects
SEC02	NIST Site Security (FY 2002 Supplemental) – Category B
STS01	Institute for Information Infrastructure Protection at the Institute for Security Technology Studies – Category B
TSE01	Thayer School of Engineering – Category B